

## **INFORMATION SYSTEMS MANAGER**

### **DEFINITION**

Under general direction, is responsible for managing the development, implementation and maintenance of information processing and reporting systems for a department or division; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Develops, implements and provides technical support for information processing systems;

Confers with data processing center personnel or outside consultants for the development and implementation of information support services;

Develops and implements proposals for solving administrative problems in the processing of information within the system;

Evaluates information systems operations for compliance with the budget and necessary repairs, scheduling periodic maintenance as appropriate;

Evaluates the utility and cost effectiveness of existing information processing systems, initiating required changes as appropriate;

Supervises or trains personnel engaged in the information processing activities;

Confers with management and supervisory personnel in the development and implementation of information support services;

Coordinates work flow between the division or department and the data processing center;

Prepares information systems budget and recommendations for system improvement;

Attends professional information systems seminars, staff meetings and policy planning sessions.

### **MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and three (3) years of experience in the development, analysis and implementation of management information systems. Substitution(s): A master's degree in Business Administration, Computer and Information Science or closely related field may substitute for one (1) year of the required experience.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of computer operations and information processing in mini or mainframe environments; considerable knowledge of data base and teleprocessing principles; general knowledge of management techniques, principles and practices; general knowledge of programming capabilities and limitations; ability to plan and integrate information delivery systems with organizational objectives; ability to evaluate the capabilities and utility of computer hardware and software; ability to perform analyses, systems design, forms design and report formatting; ability to plan and supervise work projects and personnel; ability to perform mathematical computations involving algebraic formulas; ability to prepare budget requests and reports; ability to develop and maintain effective working relationships with associates, City officials and computer vendors.

Probationary Period:	365 Days
Examination:	Noncompetitive
Class Code:	0869
Job Family:	Applied Sciences/2002
EEO Job Category:	Professional
Compensation Plan:	CMAGE/CWA
Salary:	Grade 59
Class established:	11-18-85
Current spec:	05-20-96
Commission action taken:	Review/no change Revise/Merge (Data Processing Systems Coordinator)
Last reviewed:	07-30-01